

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/14/20



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to    Elementary (only)                       High School/District Wide

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**Date:** 12/23/19

**To:**     **Board of Trustees**  
           Browning Public Schools

**From:** Everett Armstrong  
**Title:** Director of Activities

**Subject:** In State Travel- Wrestling State in Billings MT

**Description:** Request travel for Everett Armstrong and William Heusbch to attend the Wrestling State Tournaments in Billings, MT 2/12/20-2/15/20.

**Financial Impact:** \$ \$718.87

**Funding Source (Budget/grant, etc.):** Funding Source (Budget/grant, etc.): Travel, salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

**Attachment(s):** Travel/leave request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_

## MONTANA HIGH SCHOOL ASSOCIATION

### 2019 – 2020 Dates and Sites of State Events

Event	Date(s)	Site
1. State AA Golf	Oct 3-4, 2019	Great Falls (Meadowlark CC)
2. State A Golf	Oct 3-4, 2019	Laurel (Laurel Golf Club)
3. All-State Band, Chorus and Orchestra	Oct 16-18, 2019	Billings
4. State Cross Country	Oct 26, 2019	Great Falls (Eagle Falls Golf Course)
5. State All-Class Volleyball	Nov 14-16, 2019	Bozeman (MSU)
6. <b>State AA Speech</b>	<b>Jan 31-Feb 1, 2020</b>	<b>Bozeman</b>
7. <b>State A Speech and Drama</b>	<b>Jan 31-Feb 1, 2020</b>	<b>Whitefish</b>
8. <b>State B-C Speech and Drama</b>	<b>Jan 31-Feb 1, 2020</b>	<b>Bigfork</b>
9. State Swim Meet	Feb 14-15, 2020	Great Falls (GFHS)
10. <b>State All-Class Wrestling</b>	<b>Feb 14-15, 2020</b>	<b>Billings (MetraPark)</b>
11. State AA Basketball (boys & girls-same site)	March 12-14, 2020	Bozeman (MSU)
12. State A Basketball (boys & girls-same site)	March 12-14, 2020	Billings (MetraPark)
13. State B Basketball (boys & girls-same site)	March 12-14, 2020	Butte Civic Center
14. State C Basketball (boys & girls-same site)	<b>March 11-14, 2020</b>	Missoula (UM)
15. State Solo and Ensemble (East)	May 1-2, 2020	Billings
16. State Solo and Ensemble (West)	May 1-2, 2020	Helena
17. State B Golf	May 12-13, 2020	Billings (Eaglerock-hosted by Shepherd HS)
18. <b>State C Golf</b>	<b>May 12-13, 2020</b>	<b>Sidney Country Club</b>
19. <b>State B-C Tennis</b>	<b>May 14-16, 2020</b>	<b>Missoula (Hosted by Broadwater HS)</b>
20. <b>State AA Tennis</b>	<b>May 21-22, 2020</b>	<b>Bozeman</b>
21. <b>State A Tennis</b>	<b>May 21-22, 2020</b>	<b>Billings Central</b>
22. State AA Softball	May 21-23, 2020	Missoula (Fort Missoula Regional Park)
23. <b>State A Softball</b>	<b>May 21-23, 2020</b>	<b>Butte (Stodden Park)</b>
24. <b>State B-C Softball</b>	<b>May 21-23, 2020</b>	<b>Florence-Carlton</b>
25. <b>State AA-C Track &amp; Field Meet</b>	<b>May 22-23, 2020</b>	<b>Missoula (MCPS Stadium)</b>
26. State A-B Track & Field Meet	<b>May 22-23, 2020</b>	<b>Laurel (Laurel Sports Complex)</b>

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

Employee Name Sample Travel  
Building BROWNING HIGH SCHOOL

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/12-2/14/20</u>	<u>12</u>	<u>SR</u>
_____	_____	_____

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 **Approved; Condition upon the specific leave being available for the specific employee.**     **Not Approved**  
 Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

**(Master Contract Relationship)**

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**  
**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop State Wrestling Attach Brochure/Agenda \_\_\_\_\_

Location Billings, MT

Departure Date 2/13/20

Return Date 2/16/20

Departure Time 12:00pm

Return Time 2:00pm

Transportation:     Personal Vehicle  
 District Vehicle  
 Professional Development

Mileage 346 @ .575 =\$198.95  
 Per Diem 3 X \$36.00 =\$108.00

Registration PO# \_\_\_\_\_ = \_\_\_\_\_  
 Hotel PO# \_\_\_\_\_ W/Team 4 night=\$411.92  
 Other PO# \_\_\_\_\_ =\$ 0.  
 Other PO# \_\_\_\_\_ =\$ 0.

**Sub Total \$718.87**

Budget Perspective bldg budget (100%) \$306.95

**Check Total \$306.95**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_